26 Sept 67

## MEMORANDUM FOR:

This is the long-promised grid; comparative study of our own efforts plus a comparison with the GSA, State, and FAA manuals—I would from my brief look at DIA's that they still use OP Form 10, merge data on memos and letters but do use GOV't letter to a degree and have heavy dividers between their chapters. State says USIA and AID are the same as they are. So actually the grid counting this memo covers 4 of our own versions plus those of 6 other gov't agencies.

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

STATINTL

	Approved For Relea	se 2009/04/10 : CIA-RDP7	<b>[</b> 74_00005R00020016000	5-0
AUTHOR & DATE	1/68 STATINTL	GSA 1967 Draft	STATE, March 1966	FAA, Octobea,
Forms of Address	МО	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	tices.
·		ajas ir ir ir gravini vietum gali ir ir adas	A CONTRACTOR OF THE CONTRACTOR OF THE PROPERTY	
Reports, Minutes, Agendas	МО	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Charte 3 on telegrams wire services i unique.
TS Correspond.	YUS, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	<b>N</b> O
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though part of Chps. 182 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopte it.	YES, have adopt it.
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	NO-have dropped memos in favor of informal letters and communication with few exception		YES, cf. Chps. 1 and 2
mailing let- ters and memos separage	Yes, again the two are not merged.	See above; also refer to its Chps 3&4 on mails and telegrams.	YES, see its Chps. 3-7 of Part I	Y see Chps.
Terms used: "DCI" and "memoranda"	No, terms used, were "Director & "memorandums	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>b</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been dropp from the book	NO-have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil
Registered	Approved For Relea	se 2009/04/10 : CIA-RDP7	74-00005R00020016000	VES, esp. Chps

Roga tered Mail and Agency Tail

Examples made distinction from text

Approved For Release 2009/04/10: CIA-RDP74-00005R000200160005-0 Yes, after OK NO as it is YES, esp. see YES Yes, after OK from mailroom people as Part IX

government wide.

YEZ, esp. see Chps. 4-7 of Part I

YES, esp. Chps. 3 and 4.

Examples are

YES to a large degree; word, EXAMPLE is all caps or exhibits is bordered by bold face lines.

NO, most are in text/same style print; few are separate YES either they are separate or in bold face.

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STATINTLYTER & STATINTLY & DATE STATINTL	HB	HB 65rev.	00's 66/67	IIB STATINTL STÂTÎNTL
Forms of Address	МО	YES in Chp. 3, Section C	YES as Part V	NO
Control to the state of the control of the state of the s	Walter State of the State of th	tida a la proposición de la compansión de La compansión de la compa	e i e e e e e e e e e e e e e e e e e e	grant and propriet and a second
Reports, Ninutes, Agendas	NO NO	Νθ	N0, except Part X on approval of R&D projects	NO, except in early draft
TS Correspond.	YES, plus exhibit. Part III	YES, but no example given Chapter IV	NO .	YES, no exhibit shown
Carpora care in a carbonic city	en e	A COMPANIE		
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Yes as Chp. 5, only 1 exhibit.	YES as Part III but references to COMM	YES though not as a distinct paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	МӨ	Ю	ИО
·		garan a sa s	No. of the state o	
Letters kept separat from memos	Yes, separate "Parts" on each/not merg	Chp 2 on memo &		Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/proc
mailing let- ters and memos separa	Yes, again th two are not e merged.	No, all merged in Chp 6 on gen- eral correspond.	YES but with reference to COMMO	Again, tho separ gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms use were "Directo & "memorandum	"memoranda" is	Yes to both terms throughout the handbook	Yes. "DCI" used; No as "memor/ <u>dum</u> is used.
A STATE STAT	And the state of t		والمتعاول والمساورين المتعاول	The second of the second second second second
Use of Optional Form 10	No, that form has been drop from the book	ged Form No. 64 for	to COMMO; NO to	e YES. But Form 1954 was not use for MEMO FOR RECOUD.
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Par IX	into text.	YES, as Part IX	YES, in text and as "e" of Sectio IV
Examples made distinc from text	Examples are	Some Exhibits are distinct, but most placed in text.	Some exhibits are distinct, but examples are in text style.	Some distinct, most are placed text.
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STATINTL TITLE & STATINTL AUTHOR & DATE	1/63	DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes
Forms of Address	МО	YES, in Part XII extensive as it has military forms too.	OM I	NOT in notes examined
Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, the no par- ticular part is devoted to it; security is note in 5 of the part	the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	XES in Part I	Yes, examples 11-14 plus references to D/L's preferences
Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this		NO .
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	on letters with	YES .	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separa	Yes, again the two are not e merged.	Assembly the same for both & their Services Division prepares required envelopes for bot	handled centrally thru D C&R	not in noted
Terms used: "DGI" and "memoranda"	No, terms used were "Director & "memorandums	and memorandum	YES on DCI and YES on memo/ <u>da</u> in some cases, <u>but generally memorandum</u> .	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropp from the book	Yes, Part X, figures 13,16, 1' 20-24 are on Op Form 10.	NO not even in , exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desire
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Cf. Services Div.	DC&R apparently handles most of their materials	not in notes examined
Examples made distinct from text	Examples are to be done in 4 point, Sans Serif typ plus separate exhibits	No to large dergree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, the formats for memorandums and letters are distinct from text.
	and and programmers. Makes also sold as to such all the such all the such as t			
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	SIAIIVIL	1HB	00003R000200160003-0	HB
AUTHOR & DATE	HB 1/68	65rev.	66/67	1967 25X1
	25X1	25X1	25X1	EUX I
Forms of Address	NO	YES in Chp. 3,	YES as Part V	NO
		Section C		
Complete the later to the control of	And decomposition of the second of the second	the regional April 1911 and married	a unageralanga pan Keranga	(1) 中心的时间的特殊的 · · · · · · · · · · · · · · · · · · ·
Reports,	NO	N <del>O</del>	Nô, except Part	NO, except
Minutes,			X on approval of R&D projects	in early draft
Agendas			e garanta da esta de la composición de	
TS	YES, plus	YES, but no example given	NO	YES, no exhibit shown
Correspond.	exhibit. Part III	Chapter IV		
and the property of the party o	grape San and District Marketine 1985.	and the second of the second o	· · · · · · · · ·	
DCI matter	Yes, <u>not</u> in	Yes as Chp. 5,	YES as Part III	YES though
as part of handbook	supplement as Part V with	only 1 exhibit.	but references to COMIO	not as a distinct part
Handbook	6 exhibits.			or chapter
	Voc. plug op	N <del>O</del>	ИО	NO
Data on new US Gov't	Yes, plus an exhibit on	, , , , , , , , , , , , , , , , , , ,		
letter	same			
			YES but with	Yes, to a
Letters kept separat	Yes, separate "Parts" on	Chp 2 on memo &	reference to	degree as Chp 1
from memos	each/not merg	but general proce	d CO: 1MO	on Letters and Chp 2 on memo
·		for both are merg	ed	but has gen/procd
mailing let-	Yes, again the two are not	No, all merged in Chp 6 on gen-	YES but with reference to	Again, tho separt gen. procedures
ters and memos separa		eral correspond.	<b>C6</b> ?4MO	cover both at the same time.
			4	
Terms used:	No, terms use	"DCI" used but "memoranda" is	Yes to both terms throughout	Yes. "DCI" used; No as "memor/ <u>dums</u>
"DCI" and "memoranda"	were "Directo & "memorandum		the handbook	is used.
The second secon	en e		and the second of the second o	المعادة المحادثة والإفاقات أو الموسول ما أنا المعادة والرابي والمرازات
Use of	No. that form	Yes. Standard		ce YES. But Form
Optional Form 10	has been drop from the book	med Form No. 64 for memo was also us	to COMMO; NO to	1954 was <u>not</u> used for MEMO FOR
roim to		at this time NO to Form 1954	wygy paulit estra dr yw Afrikalah (Troya) interes in wateur is wasu i in	RECORD.
D 4 1 2 2 2	Yes, after OK		YES, as Part IX	YES, in text and
Registered Mail and	from mailroom	into text.		as "e" of Section
Agency Mail	people as Par IX			
• , -			Gara ambibita	Come distinct
Examples made distinc	Examples are	Some Exhibits are distinct,	Some exhibits are distinct, but	
from text		but most placed in text.	examples are in text style.	text.
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	STATINTL	e 2009/04/10 <u>:</u> CIA-RDP7	4-00005R00020016000	5-0
TITLE & THOR & DATE	1/68 25X1	GSA 1967 Draft	STATE, March 1966	FAA, October, 1962
Forms of Address	PiO	YES, Chapter 5. Plus style practices.	Chapter 1; all o Part V extensive	tices.
		Appearance of the second secon	the contract of the contract was selected and the contract of	And the second second second second second
Reports, Ninutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams& wire services i unique.
TS Correspond.	YTS, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	ио
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	N0, though part of Chps. 1&2 refer to their Administrator.
Data on new US Gov!t letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopte it.	YES, have adop it.
Letters kept separat from memos	Yes, separate "Parts" on each/not merged	NO-have dropped memos in favor of informal letters and communication with few exceptio		YES, cf. Chps. 1 and 2
mailing let- ters and memos separa	Yes, again the two are not merged.	See above; also refer to its Chps 3&4 on mails and telegrams.	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memorandumd"	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>s</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been dropped from the book	NO-have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 Version.	No but have a FAA form 2800 which is simil
	Approved For Release	NO as <b>it is</b> = 2009/04/10 : CIA-RDP7	YE <b>z,</b> esp. <b>see</b> 4-00005R00020016000	YES, esp. Chps 5-0 and 4.

Approved For Release 2009/04/10 : CIA-RDP74-00005R000200160005-0 YEZ, esp. see Chps. 4-7 of Registered NO as it is YES, esp. Chps. Yes, after OK 3 and 4. government wide. Nail and from mailroom Part I Agency ail people as Part ĨΧ Examples Examples are NO, most are YES to a large YES either they mude distinc degree; word, in text/same are separate or from text EXAMPLE is all style print: in bold face. caps or exhibits few are separate is bordered by bold face lines.

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TITLE & AUTHOR & DATE	STATINTL 1/68	DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes
Forms of Address	25X1 NO	YES, in Part XII extensive as it has military forms too.	NO	NOT in notes examined
				and the second s
Reports, Minutes, Agendas	МО	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, the no particular part is devoted to it; security is noted in 5 of the particular security.	YES throughout the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus refer- ences to D/L's preferences
Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	ио
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	On letters with	YES	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separa	Yes, again the two are not e merged.	Assembly the sam- for both & their Services Division prepares required envelopes for bot	handled centrally thru D C&R	not in noted examined
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	and memorandum	YES on DCI and TES on memo/da in some cases, but generally memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been drop from the book	Yes, Part X, figures 13,16, 17	NO not even in , exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desire
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX		DC&R appunently handles most of their materials	not in notes examined
Examples made distinc from text	Examples are	No to large dergree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, tho formats for memorandums and letters are distinct from text.
un a maranda hama am ta a da a a a a a a a a a a a a a a a a	a desiral manifest and an extension of the control			